

**The University of Exeter Music Office**



## **The Kay House Handbook**

**A guide to using the building's facilities**

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## Introduction

Welcome to the Music Office's handbook on how to use the numerous facilities within Kay House Duryard.

We have tried to include as much useful information in the handbook as possible. The equipment available may change, but the working methods will not, as they are best practices and are in place to ensure the safety of musicians, actors, technicians and audience members alike.

We encourage you to use this handbook as a point of reference when using the building and the equipment available within it. Even if you are hiring the equipment to use elsewhere outside of the building, this guide will ensure you know how to book the equipment and use it safely.

You may find that not every page or section is relevant to you, your group or your society; please refer to the List of Contents on Pages 3 and 46 to see the full extent of the information available.

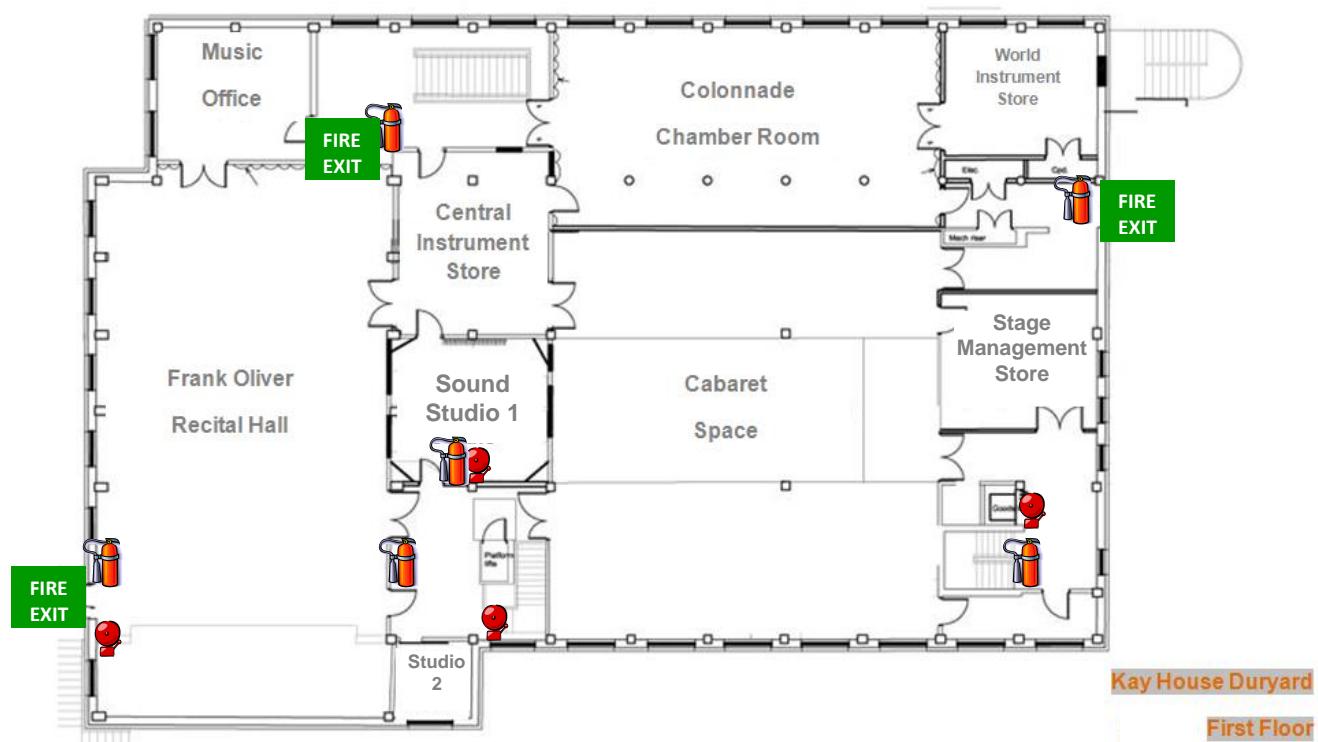
**The two sections that are relevant to EVERYONE who uses Kay House are the FLOOR PLANS on Page 5 and the FIRE SAFETY section on page 35.**

Please feel free to suggest additions to the handbook or any pertinent changes for new policies, practices, etc.

Kay House is a fantastic resource for you; the students that are passionate about music. Please continue to make good use of the building, the equipment and the Music Office staff who are here to support you.

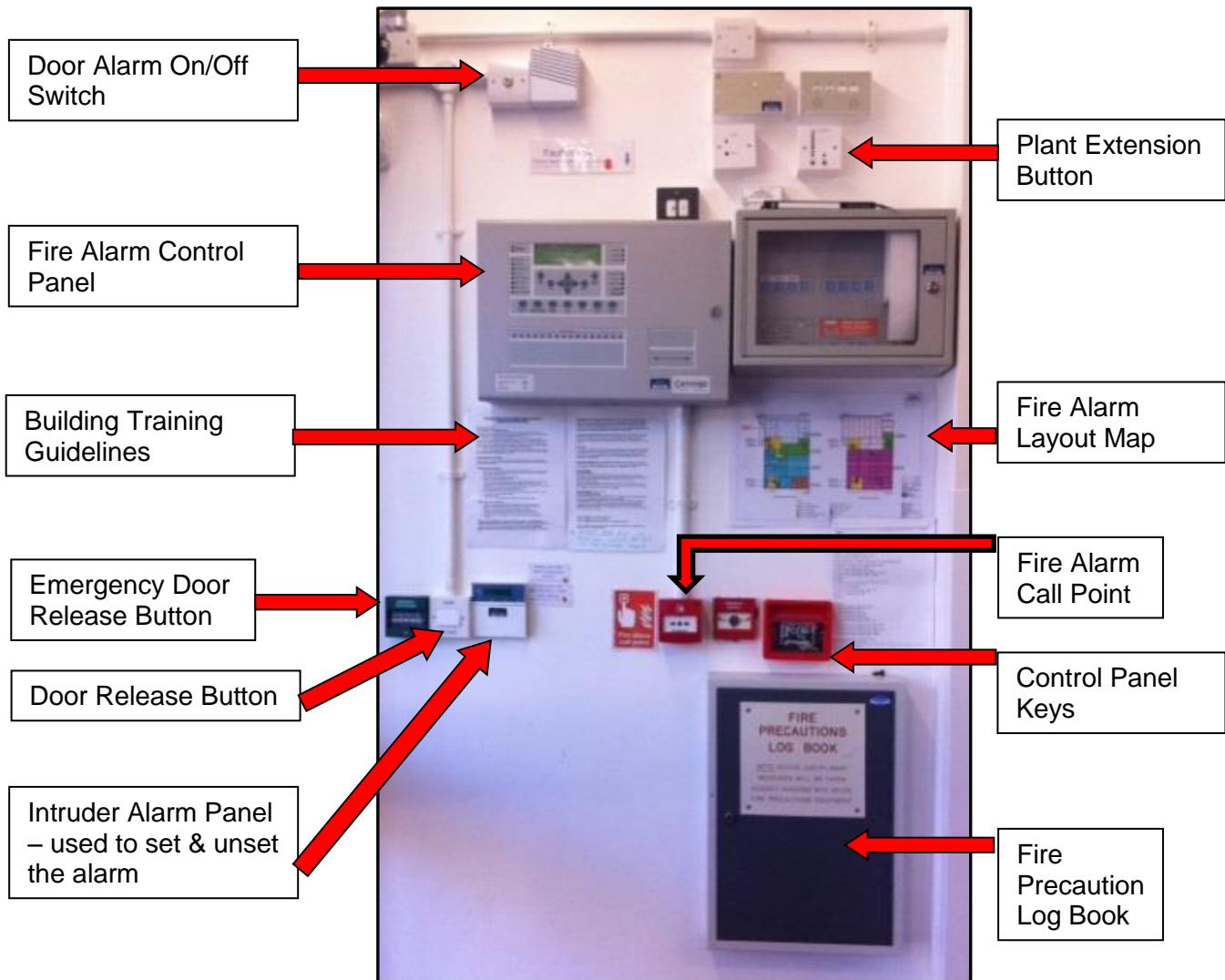
Thank you.

## Floor Plans



## The Foyer

The Foyer contains the controls for the Fire and Intruder Alarm, which are located on the wall to the left of the main entrance.



**Heating and cooling** - There are two systems in the building, radiator heating and air handling. They are both controlled by the **Plant Extension Button**. In the summer the radiator system is off altogether, but the air handling is able to heat or cool the building as needed.



The **Plant Extension Button** is used to control the Air Handling System. A single touch-sensitive pushbutton is used to select the required extension between 1 and 6 hours (selectable in stages of 1 hour).

### Winter Schedule

If a room is **too cold**:

- The radiators will have been on between 3pm and 4.30pm to provide a low level pre-heat. Outside these times, please use the **Plant Extension Button** to add the number of hours you need, and check that the radiators are on in the room you are using.

If a room is **too hot / airless**:

- Please do not open the windows unless what you are doing is silent! Instead, activate the plant extension by the front door, turn down the radiators in the room you are using, and switch the Air handling wall switch on in the room you are using.

### Summer Schedule (radiators are off)

If a room is **too hot or too cold**:

- Use the **Plant Extension Button** beside the front door to activate the number of hours you need. Turn on the Air Handling wall switch in the room you are using.
- The Air Handling system is designed to heat a cold room to approximately 20°. If the room is warmer than this, the Air Handling will exchange with external air to provide cooling and ventilation. However it does not cool the air as such, so you could consider turning on the ventilation the previous evening to cool the building overnight, or closing the blinds in the Frank Oliver the previous day for shade.

### The Passenger Lift



The Passenger Lift is in place to assist those with mobility difficulties and should not be used as a means of transporting tech equipment.

Why not?

The Passenger Lift is a 'moving 4<sup>th</sup> wall type lift', i.e. there is no internal door and the wall of the lift shaft is exposed during movement. In order to prevent harm to passengers, the interior of the lift is fitted with sensors that will cause the lift to stop if anything comes into contact with the moving wall. If any unaccompanied goods put into the lift fall against the wall the lift will stop and will remain stuck between floors. This requires a Lift Engineer to be called at great expense, which will be reimbursed from the society or individual who misused the lift.

Please use the Goods Lift for moving gear and equipment.

**Remember:** In the event of an emergency evacuation, i.e. when the fire alarm sounds, DO NOT use the lift.

### The Toilet Facilities



Located to the left of the main entrance



Located at the base of the stairs

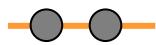
## The Five Main Rooms

### Key to all plans

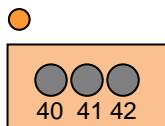
Hanging bar



Lighting bar (internally wired with 12 x 15A sockets)

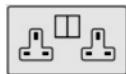


Vertical Boom (not internally wired)



Wall Box with 3 x 15A sockets

13A Socket (double)



13A Socket (single)



**Plug Sockets** around the building are labelled in different ways, including a type called "clean earth" for plugging in sound equipment. Please don't plug in any high power equipment (like kettles) or transformers & phone chargers into sockets labelled **CE**; look for a different socket. Conversely, if your speaker, amp or CD player has lots of mains hum, try looking for a CE socket instead.

DMX out



DMX in



Stage Lighting Isolator Switch



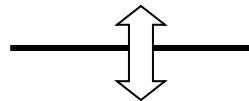
Sound & Lighting control point



Light Switches (non-performance)



Projector Screen



Pillar



Column



### Key to Health & Safety Signs

Location of nearest Fire Extinguisher



Location of nearest Fire Alarm



Location of nearest Fire Exit



Location of nearest Exit (non-Fire)

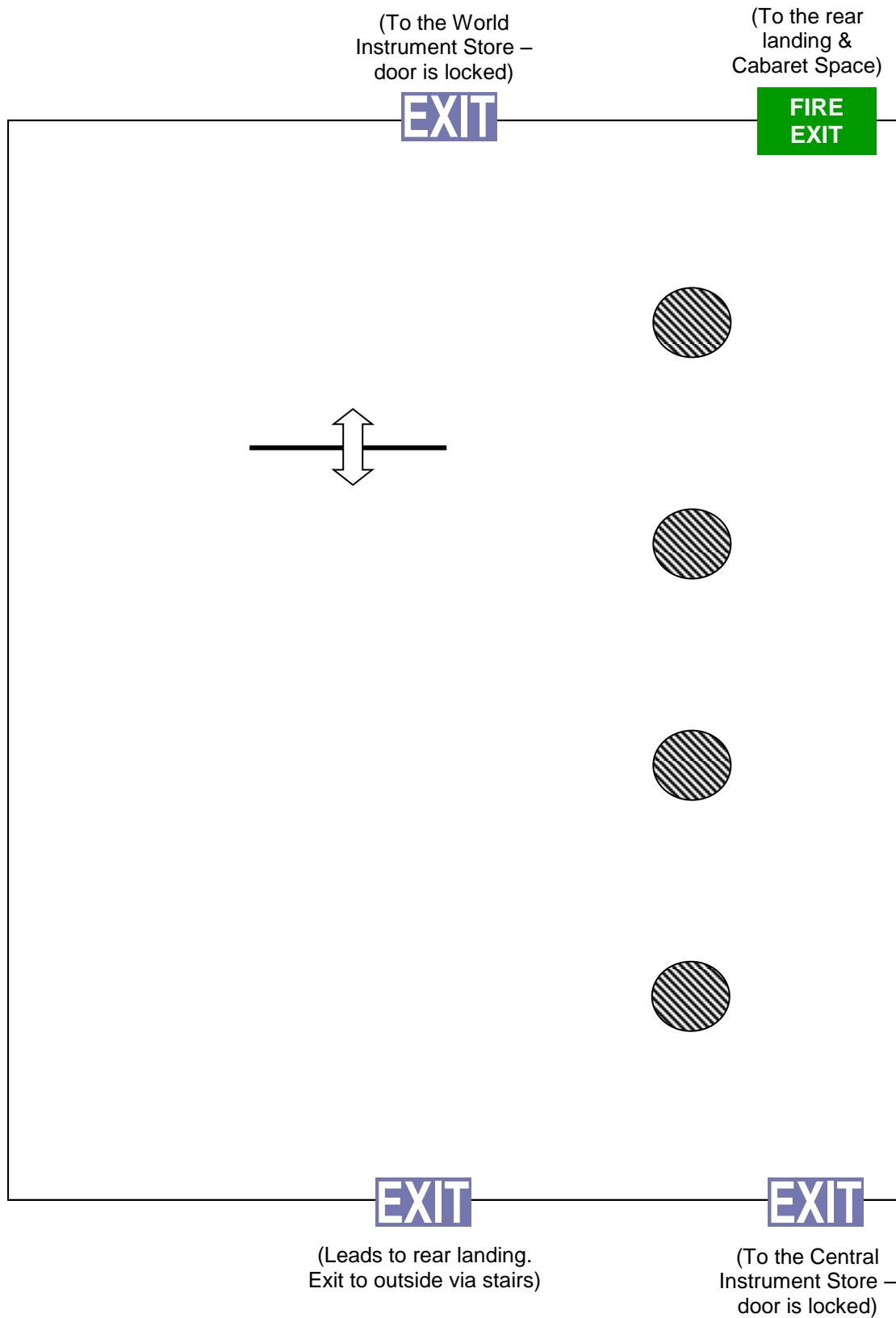


Location of nearest Emergency Call Point



## The Colonnade Chamber Room

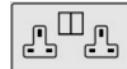
Maximum occupancy: 30 people



# The Broadwood Theatre Space

Maximum occupancy: 100 people

The Broadwood contains one plain scaffold bars for rigging lanterns and one bar as a back drop hanging position



There are four un-switched, double 13A sockets evenly spaced along the bar spanning the width of the room.



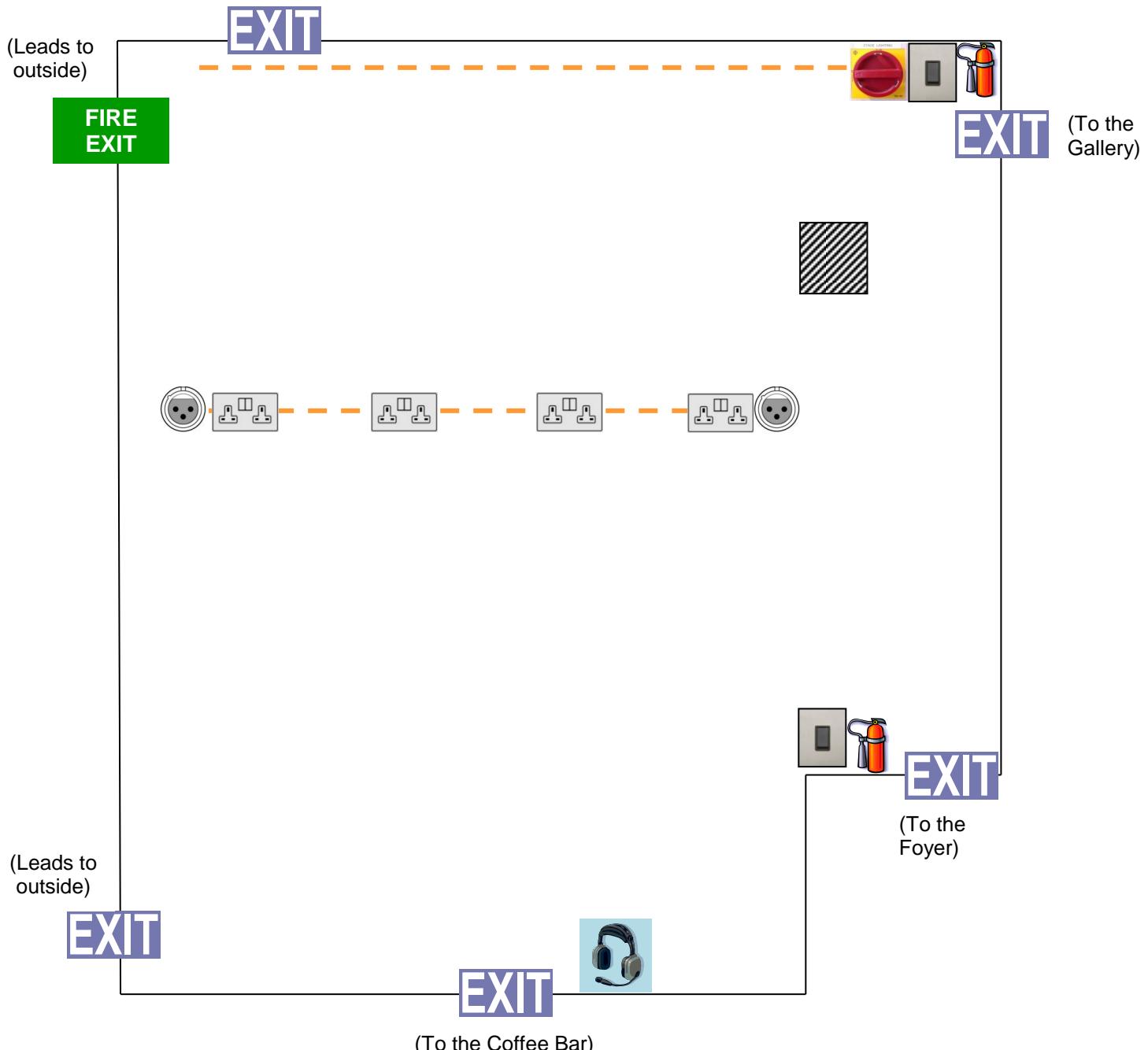
All 13A power at high level operates via an isolator so that stage lighting can be easily turned off/on.



There are two high level DMX outlets and there is a DMX control for LED fixtures



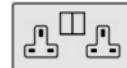
(Entrance to the Gear Store)



## The Juke Box

Maximum occupancy: 100 people

The Juke Box contains three plain scaffold bars for rigging lanterns set in a T-shape and one bar as a back drop hanging position

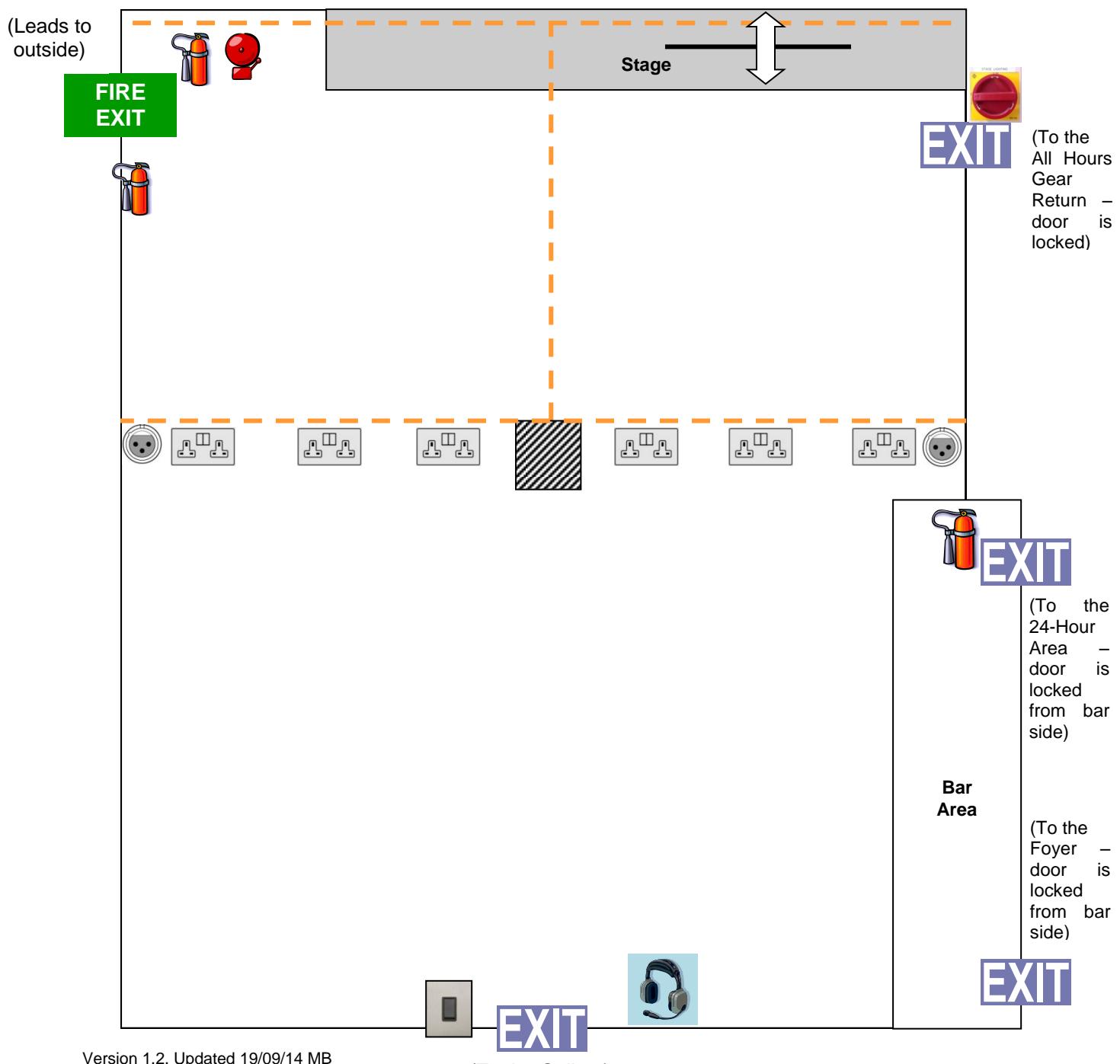


There are six unswitched double 13A sockets evenly spaced along the bar spanning the width of the room.



All 13A power at high level operates via an isolator so that stage lighting can be easily turned off/on.

There are two high level DMX outlets and there is a DMX control for LED fixtures



The Juke Box also contains a rehearsal PA, rehearsal Drum Kit and Lighting Rig.

### Juke Box Lighting Rig

The lighting rig in the Juke Box Bar may be used for rehearsals or performances. The LED lights are linked together to create quick easy colour washes or chases.

First, ensure the stage lighting isolator switch is turned on.



This can be found in the store room by the stage (contact Music Office for access).

Ensure the Showtec LED Commander is switched on. The Commander has been programmed with pre-set colours on Scenes 1 – 4 (which can be mixed together by pressing more than one button). There is also a pre-set Chase (1) which runs through a variety of colours. You can adapt the speed and fade of this sequence using the sliders on the right.

To manually control the RGB colours, press Fixture 1 and use the sliders on the left. Ensure that the Dimmer slider is raised.



- Both the LED Commander and the Stage Lighting Isolator Switch MUST be turned off after use.
- Please talk to the Music Office before programming any scenes or chases.

### Juke Box Rehearsal PA and Drum Kit

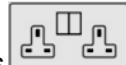
These are set up for convenience of rehearsal. However they MUST only be used when permission is given by the Music Office. There are restrictions on when these can be used due to other activities taking place in the building. The PA should always be turned off after use, and the drum kit should be kept tidily on the stage. You can of course remove these items when putting on a performance/event in the Juke Box, but they should be returned afterwards.

## The Cabaret Space

Maximum occupancy: 200 people

The Cabaret Space contains two plain scaffold bars for rigging lanterns running the length of the space

There are four unswitched, double 13A sockets



along both bars.



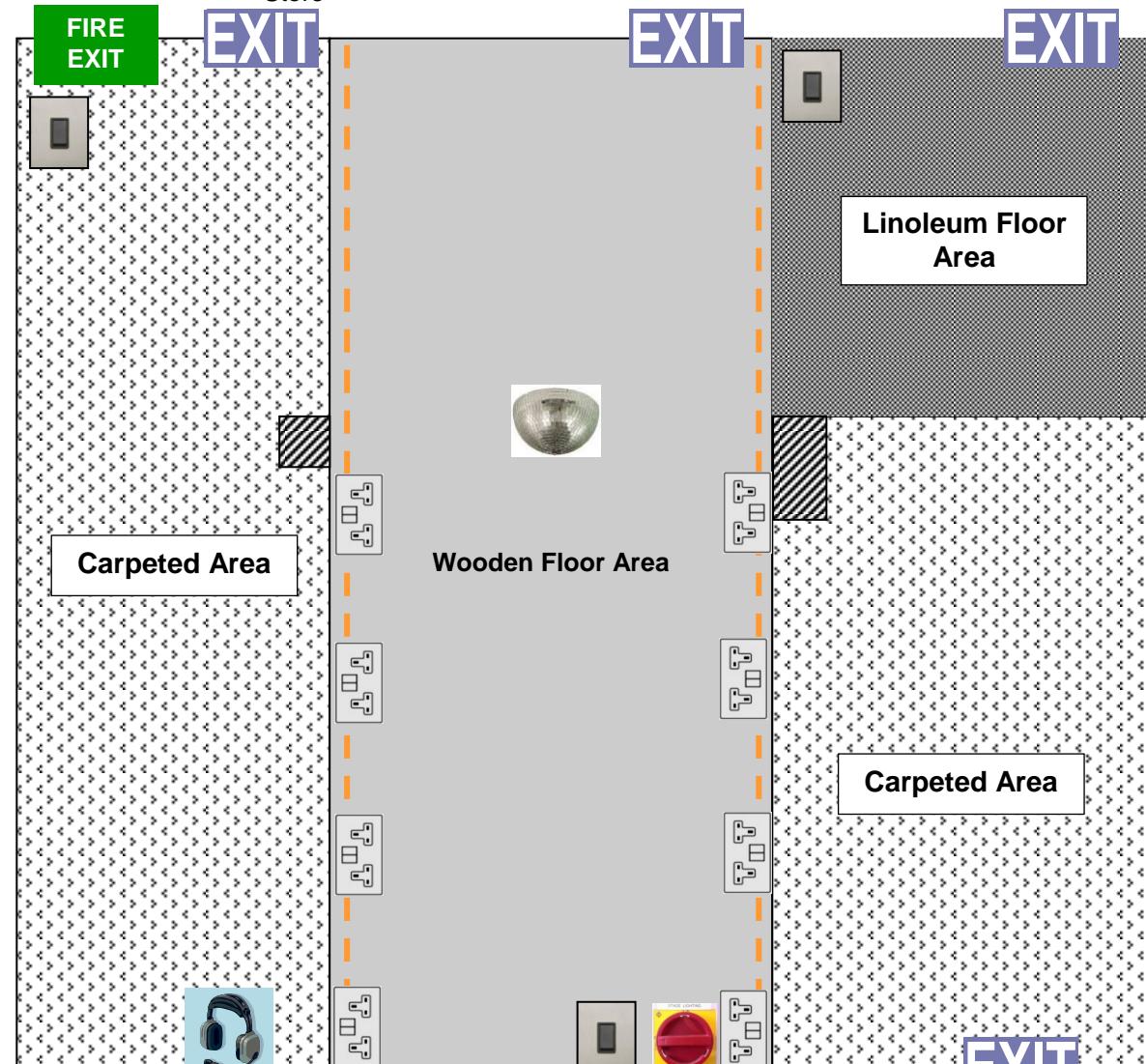
All 13A power at high level operates via an isolator so that stage lighting can be easily turned off/on.

There is a DMX control for LED fixtures.



A half mirror ball is suspended from the

ceiling.

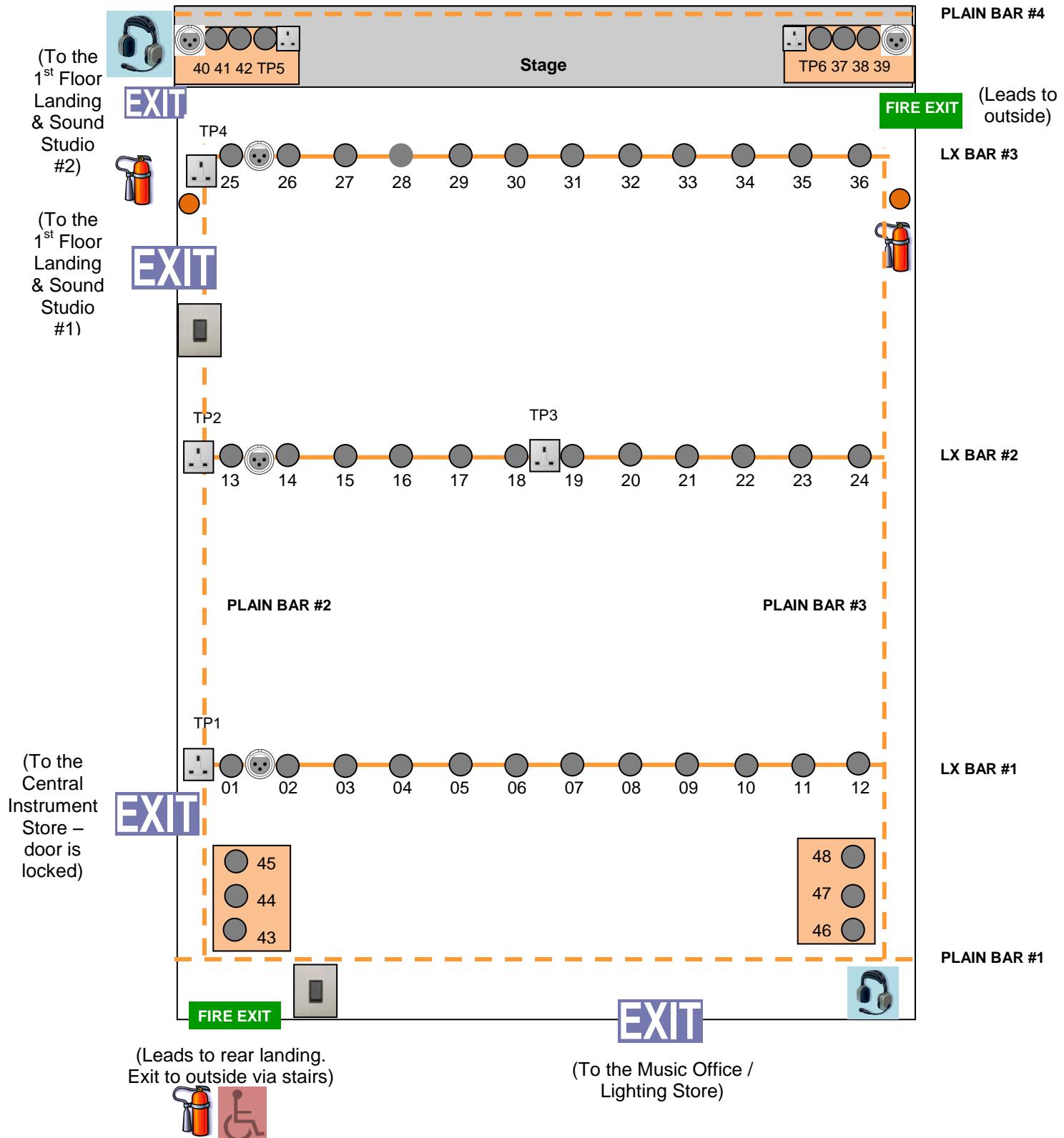


(To the 1<sup>st</sup> floor landing & Sound Studio)

## The Frank Oliver Recital Hall

Maximum occupancy: 220 people

The Frank Oliver has a theatre lighting system to support generic, LED, intelligent fixtures and a full size mirror ball



The space has 48 dimmed circuits, each with their own circuit number, e.g. 01

### **Internally Wired Lighting Bars**

Each of the three overhead lighting bars is internally wired with 12 channels (12 x 15A sockets  and one 13A technical power socket (TP) 

The middle lighting bar has an additional 13A technical power socket in the centre for connection to the mirror ball.

A DMX outlet is located at the auditorium left end of each bar



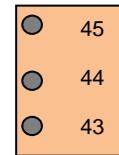
Bar #1 – channels 1-12 & TP1

Bar #2 – channels 13 – 24, TP2 & TP3

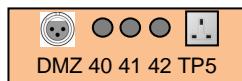
Bar #3 – channels 25 – 36 & TP4

### **Wall Boxes**

There are four wall boxes, each containing three 15A circuits



The two onstage wall boxes also contain a DMX outlet and a 13A technical power socket.



Stage Left Box – channels 37-39 & TP6

Stage Right Box – channels 40-42 & TP5

Auditorium Left Box – channels 43-45

Auditorium Right Box – channels 46-48

### **Plain Bars**

Plain Bar 1 - Rear of Hall bar to hang backdrops / curtains

Plain Bars 2 & 3 - Front to back side bars for flexible lantern positions

Plain Bar 4 - Upstage bar to hang backdrops / curtains

Vertical booms positioned on each side wall for cross lighting



## The 24-Hour Area

### Amp Room

The Amp Room provides a significantly soundproof environment in which to practice live amplified music and contains the following setup;



- 1 x Drum Kit
- 2 x Guitar Amp (60w)
- 1 x Amp (50w)
- 1 x Bass amp
- 1 x Mixing Desk
- 2 x Vocal microphone
- 2 x Active speakers

Drummers will be required to provide their own drumsticks.

**Note:** Noise levels - Whilst the Amp Room has some degree of soundproofing, it is by no means totally insulated. As the room is adjacent to the Juke Box, users of the Amp Room may be asked to lower the volume of their playing if the sound level of their practice session disturbs an event taking place in the Juke Box. Cooperation amongst all users of Kay House is essential in the successful running of the building.

Booking limits - All users of the Amp Room will be permitted to book no more than 9 hours of practice time per week (Sunday to Saturday, inclusive). The maximum duration of any one session booked in a week will be 3 hours, i.e. you may book 3 sessions of 3 hours duration each, but a practice session of 4 hours duration will not be approved.

### Acoustic Practice Room (Jam Jar)

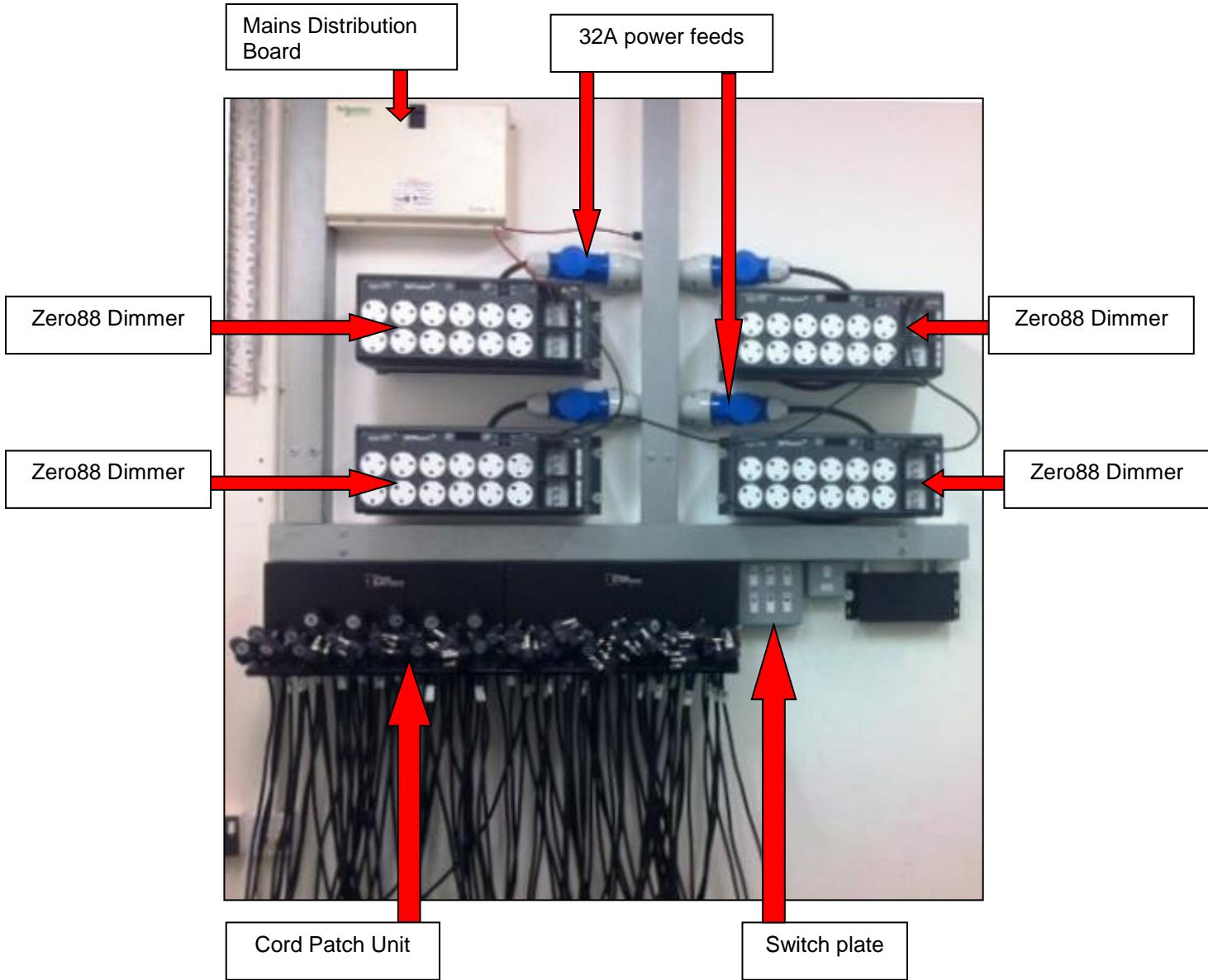


The Jam Jar room is a small, informal practice room containing an upright piano.

**This room is for acoustic practice only.**

## Lighting Equipment

Sound Studio 2 houses the lighting mains distribution, the dimmers and the switches for the 13A high level sockets (not the 13A at ground level) for the lighting rig in the Frank Oliver Recital Hall,



**Cord Patch Unit:** All of the 15A sockets in the Frank Oliver are wired back to a 15A cord patch unit, so you can manually choose which sockets are paired. This gives you more flexibility to pair lanterns or use single sockets per channel. The patch tails are approximately 2m in length and are terminated in standard 15A plugs. The tails are held in the front tray when not in use.

**Switch Plate:** Contains the switches for the 13A technical power sockets positioned on the lighting bars and wall boxes. These are numbered as TP1, TP2, etc.

**Zero88 Dimmer Packs:** Each pack contains 6 dimming channels, with 10 Amps per channel. Each pack has DMX addressing and each channel is patchable. A MCB (Miniature Circuit Breaker) is on each pack to protect the cable downstream of the device against overloads and short circuits, preventing damage to cables, equipment and YOU!

## Lanterns

- **Selecon Acclaim 650W Fresnel**

Qty: 10



- **Selecon Acclaim 650W PC**

Qty: 10



The Fresnel beam is soft-edged and used when lighting the stage blending seamlessly together with adjacent beams for even area illumination with no need for the addition of frost filters to soften hard edges or to smooth out irregularities or hot spots.

(All Fresnels and PCs include Barn Doors and Colour Frames)

- **ETC Source 4 Junior Zoom Profile 25°/50° 575W**

Qty: 6



The Source 4 provides a clean white beam for unequalled imaging, crisp pattern projection, and a bright, even field. A dichroic reflector removes 90% of infrared heat from beam.

The lamp will provide a beam of 13.2 ft. (4.2 m) in diameter, from a distance of 30 ft. (9 m) @ 25° zoom, and 17.8 ft. (5.4 m) in diameter, from a distance of 20 ft. (6 m) @ 50 ° zoom.

(Includes 'M' size Gobo holder and Iris Diaphragm)

- **ShowTec LED Par 64**

Qty: 9



The Showtec LED Par 64 Short is a Par 64 that mixes red, green & blue LED light to create additional colours. Due to the use of LED's, the lifetime is extremely long and the power consumption is very low. The Showtec LED Par 64 contains 153 LED's (51 x red, 51 x green and 51 x blue). It can be controlled by 6 DMX channels (RGB and pre-programmed chases and colours) automatically by its built-in processor or music-controlled by its internal microphone.

## Lighting Effects

- **American DJ Pinspot LED**

Qty: 1



This is a bright 3W white LED Pinspot with a 12-degree beam angle fitted and a 6-degree beam angle lens also included, which can be easily interchanged. The pinspot has very low heat output and power consumption and Includes hanging bracket.

- **Sunray Tri LED DMX Effect Light**

Qty: 1



The Sunray mixes red, green & blue LED light to create 34 crisp, bright colour beams from one 3-Watt LED source. The beam is cast over an angle of 138°, so the effect is similar to that of a mirror ball.

3 DMX channels are used to control the light's dimmer/strobe, rotation (either clockwise & anti-clockwise), rotation speed and colour.

- **Varytec Impact**

Qty: 2



The Impact is a DMX controllable device with a space filling beam effect. Throughout its 6 lenses this item can produce many beams and patterns in red, green and blue.

- **Mirror Ball**

Qty: 1



Use the Source 4 Profile with an Iris to create a pin-spot and point one towards the mirror ball from each side to create that classic disco lighting effect.

A multitude of mirrors reflect spots of light all over a room. The additional mirror ball motor makes this effect even more dazzling by adding movement.

## Cables

The 15 Amp cables are colour coded with tape at the plug end to help identify the correct length required:

### Cable Type & Length

		Qty
<b>15A Extension Cable, 2M long</b>	(Red)	10
<b>15A Extension Cable, 3M long</b>	(Orange)	8
<b>15A Extension Cable, 5M long</b>	(Yellow)	10
<b>15A Extension Cable, 10M long</b>	(Green)	6

There are numerous extension cables & 3 & 4-way blocks available for use with 13A equipment.

- When taping a cable to a lighting bar, use PVC tape only; gaffa or duck tape should not be used for this purpose.



YES



NO



- When you have finished using a cable, it should be wound into a loop and secured with a Velcro tie.



- Any damaged cables must be reported to a member of staff for repair or replacement.

## The Lighting Consoles

### Jester 12/24



The Jester 12/24 operates in four distinct modes: Preset, Program, Run and Super User. The mode you are currently in is displayed via an LED next to the MODE button, and is also indicated on the monitor in the form of a colour change. Each mode has its own use. These modes are explained in the following four sections.

**Preset Mode** - nothing programmed, direct control of the lights with everything operated live;

**Program Mode** - Program Mode is used to record scenes and chases into memories or submasters on the desk, and modifying stored data;

**Run Mode** - Run Mode is used to run a sequence of cues and playing back submasters;

**Super User** - for adjusting the settings of the desk and save and load your show files. This mode is also used to alter the DMX patch, i.e. when you use channel 1 on the desk, it could be controlling Dimmer 49.

If you would like further information or help on using the lighting console, please contact the Music Office.

### ShowTec LED Commander

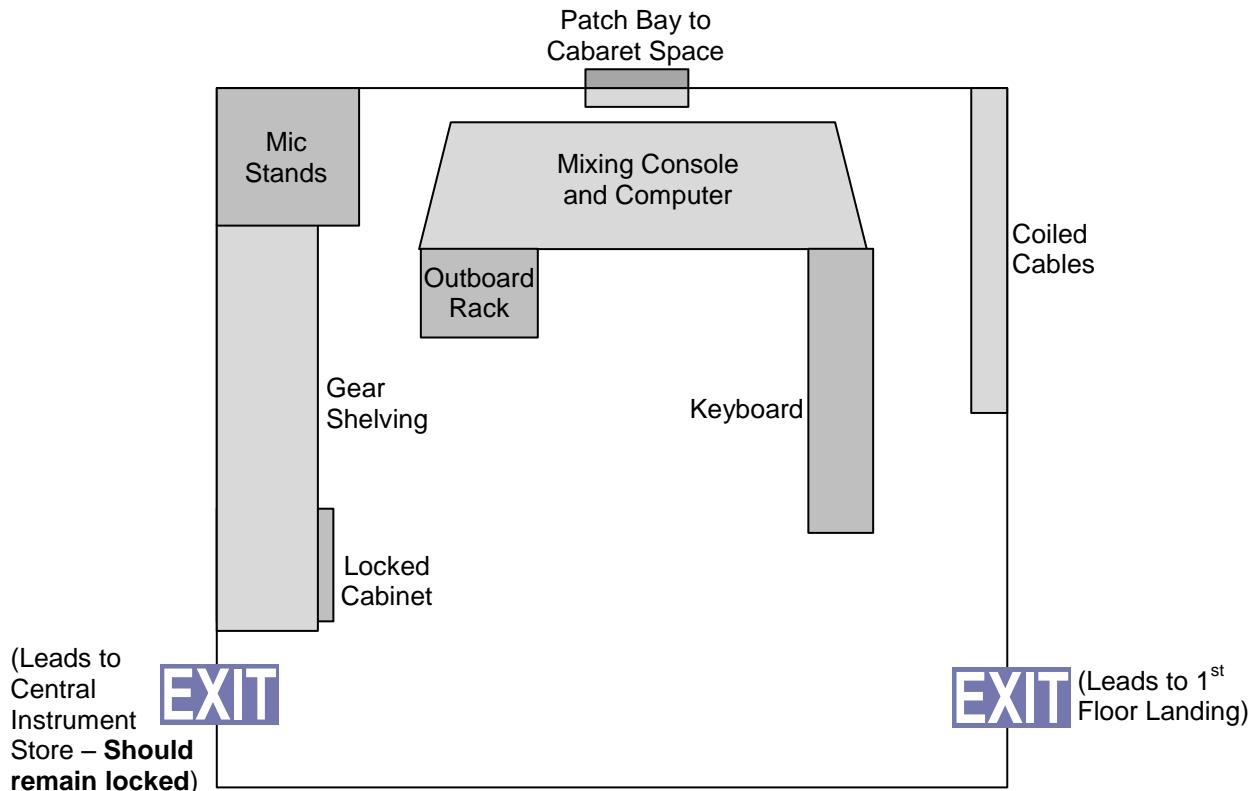


The LED Commander is a 19" Rack mounted DMX controller, suitable for controlling all LED and conventional lighting fixtures. The desk is a versatile, light controller which can control the LED PAR Cans. It can control up to 8 different groups of fixtures simultaneously. It has eight faders which can be patched to the desired DMX value. Furthermore the unit has 16 scenes (8 scenes on 2 pages) and 16 chases (8 chases on 2 pages). The unit can be interfaced by MIDI protocol. It is also equipped with 2 Auxiliary channels to connect to smoke machine or a strobe.

## Sound Studio 1

Kay House offers two Sound Studios. The main studio space is Studio 1, which is located between the Frank Oliver and Cabaret, with the latter being the main live room.

To book the studio you must have Kay House Building Training and also have been shown around the studio by a member of the Music Office staff. You can then use the studio to record bands, ensembles, solo artists or work on your own music projects.



The studio is well equipped with top of the range equipment, including an iMac running both Pro Tools 11 and Logic Pro X. Other gear available for use includes:

### Midas Venice F32 Mixing Console

This desk offers 24 mono and 4 mono/stereo inputs. The Midas boasts a magnificent 4-band EQ with two full parametric mids, and top A/D conversion.



### Outboard Rig

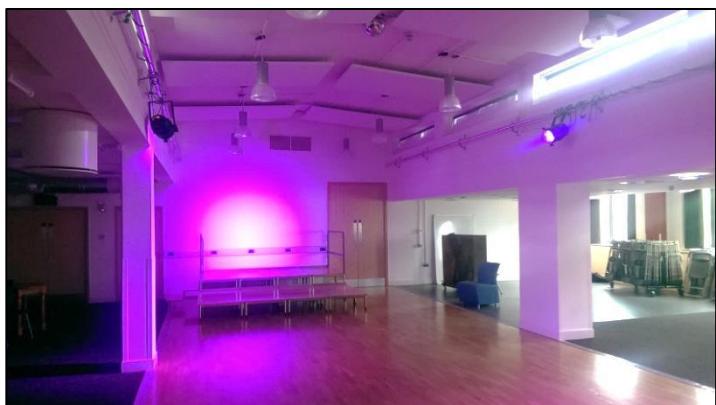
We are aware that a lot of students will be used to working with home studios, using laptops to produce recordings. We try to offer an alternative to supplement this way of working with a host of outboard signal processors. Students are welcome to work 'in the box' but we encourage them to explore the world of 'outboard' and the different sound you can achieve by this method.

### Microphones

We have a wide variety of microphones for use in the studio, and pride ourselves on having a stock of both industry standard and some lesser known top quality microphones. Please

enquire to the Music Office ([musicbookings@exeter.ac.uk](mailto:musicbookings@exeter.ac.uk)) for an up-to-date list of current stock.

Below are some photos of Studio 1 as of August 2014.



## Sound Studio 2

Studio 2 is a smaller room aimed at mixing and computer music, although the audio interface allows for recording within the room as well.



times.

This studio has a set of KRK Rokit speakers, ideal for mixing/composing dance music. It again has an iMac running Pro Tools 11 and Logic Pro X, so you can easily move sessions from Studio 1 into Studio 2 and vice versa.

Studio 2 is also home to the dimmer rack for the lighting rig in the Frank Oliver, which can create background noise when on. Because of this, access to the studio may be limited at certain

## Sound Studio Booking Instructions



Before you can book use of the Sound Studio you must:

- Purchase a valid Music Card
- Receive Building Training for Kay House
- Have been given booking permission to be able to reserve the Sound Studio using the Kay House Online Calendar
- Have a representative from the session sign a copy of the Studio rules. This must be done with the Lighting and Sound Technician, David Thynne, or the Music Artistic Coordinator, Alex Hawker.

Please contact the Music Office by emailing [musicbookings@exeter.ac.uk](mailto:musicbookings@exeter.ac.uk) for further information if you do not have the above requirements.

### **IMPORTANT POINTS:**

- ❖ You must make your booking at least the day before your preferred session time.
- ❖ The Music Office DOES NOT OPEN AT WEEKENDS, so a request to use the Sound Studio on a Monday must be made on the preceding Friday before 5pm.

This is to allow the Music Office staff time to add Sound Studio access permission to your UniCard, which will last only for the duration of the one booking requested;

### **How to Book**

1. Log-in to the Kay House Online Calendar;

[https://intranet.exeter.ac.uk/music/rooms\\_booking/Web/index.php?redirect](https://intranet.exeter.ac.uk/music/rooms_booking/Web/index.php?redirect)

2. Make your booking by selecting the **Schedule** tab, followed by **Bookings** from the drop-down menu;
3. Select your preferred date from the **calendar icon** next to the **Kay House main spaces** heading;
4. Scroll down to the date you have selected;
5. On the row labelled **R1 Sound Studio**, click on the preferred start time of your booking;
6. Select the end time of your booking using the drop-down menu next to **End**;
7. In the **Title of reservation** section, enter the name of the band or group you are making the booking for. If the booking is for you only, you need not enter anything in this section;

8. In the **Description of reservation** section, enter a brief outline of what your booking is for, e.g. recording, DJ mixing, etc.;
9. Click on the **Create** button;
10. Inform the Music Office you have made the booking by emailing [musicbookings@exeter.ac.uk](mailto:musicbookings@exeter.ac.uk) (**Please DO NOT send your request to any other Music Office email address other than this one**)  
❖ **Remember the IMPORTANT POINTS listed above;**
11. Please include a full list of all individuals who will be present in the Sound Studio during the time of the booking or confirm you will be the sole user. Your booking will not be processed if this information is missing;
12. If you will be running cables from the Sound Studio to the Frank Oliver Hall during your booking and require **double swipe access** to keep the Sound Studio door open, please include this request in your email;
13. You will receive an email confirming your booking has been approved and the relevant access permissions have been added to your UniCard. Swipe card access to the Sound Studio will be added only to the UniCard of the person requesting the booking. No other participant in the session will have swipe card access to the Sound Studio during the duration of your booking;
14. When the time of your booking arrives, use your swipe card to gain access to the Sound Studio as normal;
15. At the end of your session, please deactivate the double swipe facility if it has been used, leave the room tidy in readiness for the next booking and report any faulty equipment to the Lighting and Sound Technician at the [D.Thynne@exeter.ac.uk](mailto:D.Thynne@exeter.ac.uk).

**Remember: This process **MUST** be followed for **EACH** individual booking made.**

**Thank you for your cooperation.**

## Sound Studio Rules



The Sound Studio can be booked free of charge to all Music Card holders. In return, we ask you to abide by the following set of rules, to ensure that the studio remains a top-quality, well equipped facility that is readily available to students at the University of Exeter.

**Failure to abide by these rules *will* result in your access being withdrawn or restricted for future bookings. This is entirely at the discretion of the Music Office staff.**

Before you can book use of the Sound Studio you must:

- Purchase a valid Music Card
- Receive Building Training for Kay House
- Have been given booking permission to be able to reserve the Sound Studio using the Kay House Online Calendar
- **Have a representative from the session sign a copy of these Studio rules.**

***Note: This representative will have responsibility for the state of the studio during the session; however, any resulting restriction of access will apply to all present personnel.***

### Studio Rules

1. ALL personnel taking part MUST be current Music Card holders – both musicians and engineers.
2. No amplified music may be played in Kay House between midnight and 7am.
3. No equipment is to ever leave the studio, other than to record in one of the adjoining rooms, and must be returned to the studio afterwards.
4. If given access to the locked cabinet (at the Music Office's discretion) this must be locked and the key replaced after use.
5. The mixing console and outboard equipment must be left in a neutral state, with any patching returned to the default layout (as described in the studio guide).
6. All cables and stands should be coiled or folded neatly and returned to the correct place in the studio after use.
7. Any litter must be disposed of in the bin in the studio, or in the Kay House reception area.
8. Any damages/faults to equipment should be reported immediately to David Thynne ([d.thynne@exeter.ac.uk](mailto:d.thynne@exeter.ac.uk)).

## AV Equipment

### Digital Projectors:

#### Hitachi CP-RX94



With a brightness of 2600 lumens, a throw of between 1.0m and 6.1m and a variable image size of between 0.76m to 5.08m, the Hitachi CP-RX94 is our brightest projector and one best suited for use in large venues.

Qty: 1

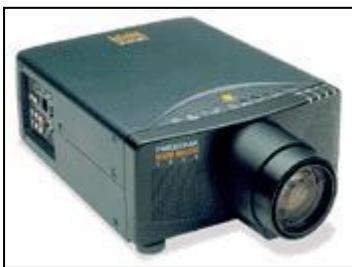
#### Acer X1160



With a brightness of 2000 lumens, this projector is ideal for use in larger spaces.

Qty: 2

#### Proxima DP5610



This projector has a brightness of just 500 lumens, so is better suited for use in smaller rooms, or close to the screen.

Qty: 1

Each of the projectors can be linked to a PC or laptop for image and sound via a VGA cable and phono jack lead (in stock)

To find out the which projector you should use, please refer to the projection calculator on this website, which will help you determine the throw range, image size, audience positioning and ideal amount of room lighting required for optimum performance:

<http://www.projectorcentral.com/Acer-X1160-projection-calculator-pro.htm>

## DVD Players

### Phillips DVP3111

This DVD player is a simple set that plays practically any disc format.



Video Playback Media: CD, CD-R/CD-RW, Video CD/SVCD, DVD, DVD-R/-RW, DVD+R/+RW, DVD-Video, DivX

Audio Playback Media: CD, MP3-CD, MP3-DVD, WMA-CD, CD-R/RW, Audio CD

Qty: 2

### Toshiba



This DVD player is compatible with a wide range of disc types:

CD-R, CD-RW, DVD-R, DVD+RW, DVD-RW, DVD+R, DVD-ROM, CD, DVD-R DL

Qty: 1

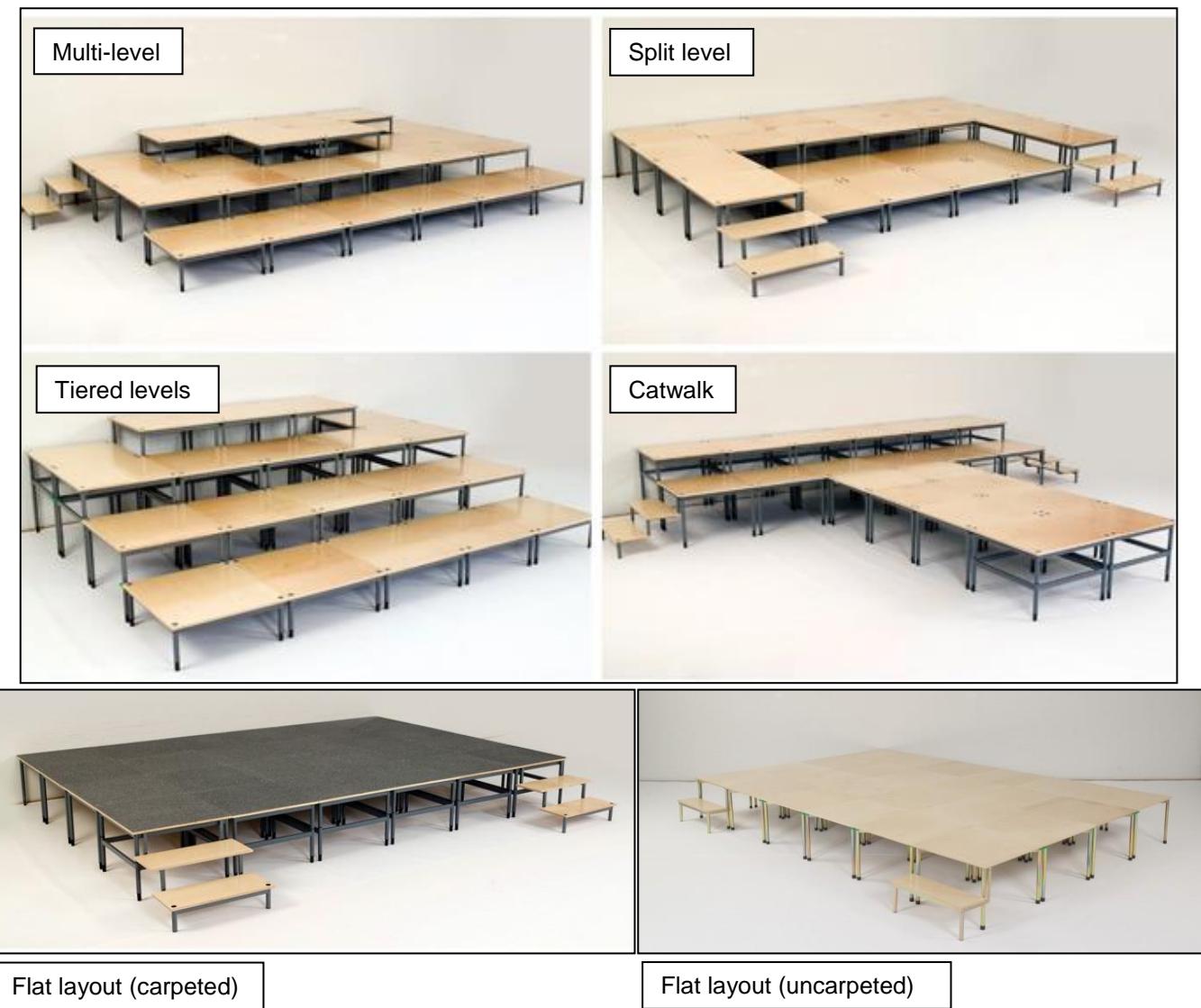
Both DVD models can be connected to a digital projector.

## Staging

There is a plentiful supply of staging modules that can be assembled easily to create a small or large, single or multi-level seating area or stage to present a range of performances including assemblies, plays, music recitals, shows, musicals, speeches, catwalk show, bands and events.

The lowest height of the modules (300mm) matches the height of the permanent stages in both the Juke Box Bar and in the Frank Oliver Recital Hall, so these can be extended by the addition of some staging modules.

Here are a few examples of designs that are possible using the staging modules available.



## Staging Stock



- **Metal frames**

The metal frames are available in 500mm or 300mm heights and in two finishes of either dabble grey or zinc plated. They can be connected together using plastic tie plates to prevent the frames from drifting apart during use. The frames can also be fitted one onto another to achieve varying height levels.

**500mm:**      **Dabble Grey - 16, Zinc - Qty 16**  
**300mm:**      **Dabble Grey - 35, Zinc - Qty 36**



- **Wooden decks**

Deck panels are 750mm square and coated on one side with a slip resistant acrylic lacquer and carpet panels on the other. The decks are placed onto the frames to provide a stable surface.

**Qty 46 (reversible)**



- **Bridge pieces**

These hook onto the frames to span between two decks. Bridge pieces are coated with the lacquer finish on one side and are not carpeted, which means they are not reversible.

**Dabble Grey - Qty 23, Zinc - Qty 10**



- **Steps**

Double tread step units allow access to a height of 500mm.

**Dabble Grey - Qty 2, Zinc - Qty 2**

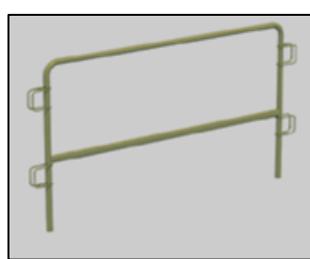
- **Handrails**

Single, two-section and corner handrails in dabble grey are 900mm high are designed to form a safety barrier at the edge of the staging. The sections connect together and into the frames without nuts and bolts, so are quick and easy to add to the stage structure.

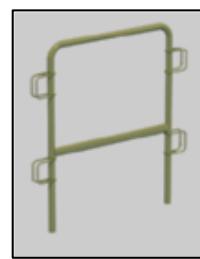
**Single: Qty 4**



**Two-section; Qty 10**



**Corner: Qty 4**



### Chair stops

These are placed along the backs of the decks to prevent chair legs from slipping off the staging.

Quantities:

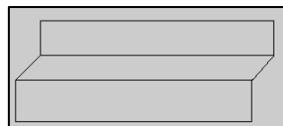
**For use with Decks:**

**Dibble Grey - 16, Zinc - 18**



**For use with Bridge Pieces:**

**Dibble Grey: 16, Zinc - 15**



## Transportation & Storage

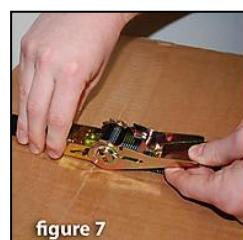
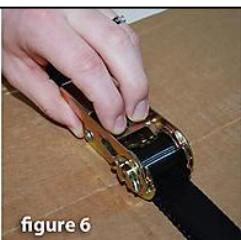
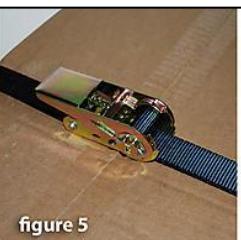
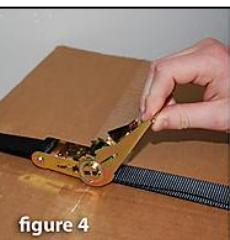
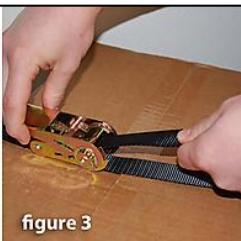
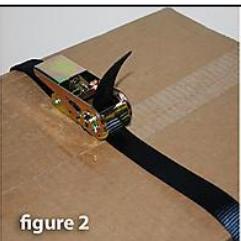
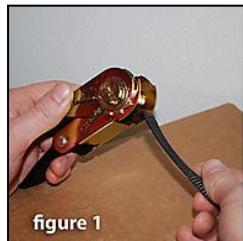


There are 4 storage trolleys available for transporting both the metal frames and the wooden decks.

Position the decks to the bottom of the spiral in order to keep the centre of gravity of the stack lower.

You will find that stacking frames with the legs down will minimise stack heights.

Secure the frames together using a ratchet strap before moving:



### Ratchet Tie Down Buckle Tightening Instructions

1. From the bottom, thread webbing through slot in centre spool of closed ratchet (figures 1 and 2)
2. Pull webbing through, removing the slack (figure 3)
3. Start ratcheting—raising and lowering handle (figure 4)

### Ratchet Tie Down Buckle Release Instructions

1. To release, pull & hold release tab on top assembly to override ratcheting function (figure 6)
2. Open ratchet until it is completely open and flat (figure 7)
3. Grab webbing from non-fixed side and pull to release webbing (figure 8)
4. Pull and hold release tab on top assembly to close ratchet (figure 9)

Proper threading/tightening

of ratchet straps is critical. Insure all straps are properly threaded/tightened and free of damage or wear prior to each use.

## Assembly



First, ensure the surface upon which the staging is to be constructed is level.

Then set the frames next to one another



If using the bridge decks, these are hooked into place in-between adjacent frames on each side



Plastic tie plates are placed over the top of the frames keeping them in place. Tie plates are not needed to secure a bridge deck to a frame.



Different levels can be created with lower frames, higher levels by stacking one frame on another, and then held in place with tie plates.



Lightweight decks are then placed onto the frame to form a robust structure, and then bungs fill the frame holes.

## Transporting the staging between floors in Kay House

When moving the staging units between floors in Kay House, please **DO NOT USE THE PASSENGER LIFT; USE THE GOODS LIFT ONLY.**

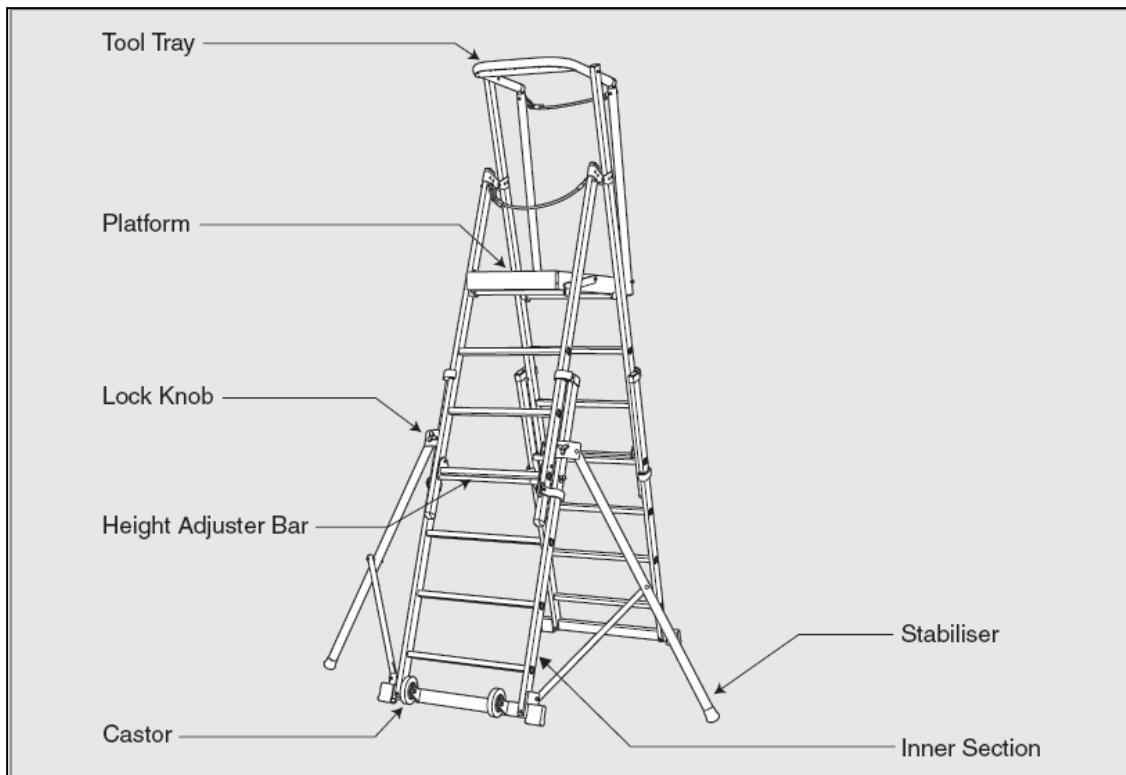
### How to book the staging

The staging can be booked using the online booking system explained on Page 54 of this Handbook.

*Please note: **Staging training** must be received before the staging equipment can be borrowed. Please contact the Music Office ([music@exeter.ac.uk](mailto:music@exeter.ac.uk)) for further details of how to obtain this mandatory training.*

## Access Equipment

In the Music Office there is a set of Zarges ZAP Z600 steps that provide a telescopic platform for working at a height of up to 4.30m. Please see the illustration for details.



A full step-by-step guide to assembling and using the ladder is attached to the frame, which must be read prior to use. Please do not remove the instructions from the frame and notify the Music Office if they are in any way damaged or are not present.

### NOTES:

- Before using the steps for the first time, please contact the Music Office to receive training on how to use the steps correctly and safely.
- When rigging any item of lighting, sound or set at height, it is **ESSENTIAL** that the stabilisers are extended to add support to the ladder.
- **It also ESSENTIAL the person rigging does not do so alone.** There must be another person standing at the base of the ladder in order to help move and stabilize it, as well as to help pass items up to the person standing on the platform.
- Baggy or loose fitting trousers can snag on a ladder and cause you to fall. Please ensure you dress appropriately.
- All tools taken into the platform should be secured / tethered to the person standing at the top of the ladder
- Nothing should be left unattended either in the platform or in the tool tray.

## Fire Safety



When performing in Kay House your society should have a designated person to coordinate the production within the performance space. Ideally, this person will be involved from the rehearsal stage through to the live performances, where they will be on hand to deal with any emergencies or issues that may hinder the show. Consequently, they should have a full understanding of all of the technical and artistic elements of the production.

The following guidelines will be indispensable to anyone filling this role in Kay House.

### Dressing Rooms

Spaces designated as dressing rooms are areas of intense activity during rehearsals and performances, so great care must be taken in ensuring the space remains safe at all times.

- Electrical items such as hair straightening tongs must not be placed on flammable surfaces and most definitely not on the top of a piano should there be one stored in the room.
- Drinks must be kept in sealed containers, such as water bottles, beakers, etc. Cups and mugs are not permitted. Any spillages must be wiped up immediately.
- To prevent trip hazards, costumes and performers' own clothes must be stored neatly, ideally on wardrobe rails and not left on the floor.
- Any tables and chairs used in the dressing room must be placed away from escape routes and fire exits.

### Flames and Flammable Liquids

Naked flames or flammable liquids are not permitted onstage or backstage during a performance.

### Furnishings, fabrics and decorative features

- Furnishings, fabrics and decorative features (which include drapes and artificial foliage) need to be of materials which are not combustible, or need to have been treated with a suitable flame retardant or fireproofing solution.
- Drapes and set dressing should not be placed in front of fire exit routes or fire exit doors. Smoke detectors and water sprinklers on the ceiling must be uncovered, also.
- The set and any items of set dressing are to be retained within the performance space leaving the entrance lobby, the Gallery Space, the stairwells and the landings must be accessible.

### Get-in routes

#### From the rear of the building:

At the rear of the building there are two disabled parking bays, which must be kept clear at ALL times to avoid incurring a parking penalty. Adjacent to the bays is a single parking space that will accommodate most minibuses, vans and small trucks. From here there is level access into the Juke Box Bar, or a ramp leading up to the Gallery Fire Exit.

**Option one:** Through Juke Box Fire Exit (double doors - 1.70m width / 1.96 height) and through the Juke Box entrance (1.46m width / 1.96 height). Access to the 1<sup>st</sup> floor is via the flight of 18 stairs (1.32m width / 2.16m height clearance).

**Option two:** Through the Gallery Fire Exit (1.72m width / 1.96m height) and then up the stairs.

#### From the front of the building:

At the side of the building, opposite the All Hours Entrance, there are two parking bays designated for users of Kay House. From here there is a short flight of steps leading down to a pathway that runs along the front of the building to the main entrance

**Option three:** Through the main entrance (1.71m width / 1.96m height) into the Foyer, through the Gallery Space door (1.46m width / 1.96m height) and up the stairs (dimension as above)

The dimensions of the doors leading into the Frank Oliver Recital Hall are:

Rear door (next to the Music Office): 1.46m width / 1.96m height

Front door (stage end): 1.52m width / 1.96m height

#### Lasers

These are NOT be used in Kay House.

#### Pyrotechnics

Kay House does not hold a license for the use of pyrotechnics, so these are NOT to be used.

#### Seating



The seating available in Kay House consists of a number of lightweight seats made from aluminium and plastic that can be interlocked in rows and folded and then stacked when not in use.

- Regardless of which room you use in Kay House, escape routes, i.e. aisles, should be designed so that in the event of a fire they are capable of enabling the occupants to evacuate the whole building.
- The width of an aisle must not be wider than the width of the fire exit it leads to.
- If the audience is less than 60, the gangway width must be at least 900mm wide. If the audience is more than 60, the gangway width must be at least 1100mm wide.
- There should be no projections which would diminish the clear width of the gangway.
- Seating should be securely located in position to avoid gangways and exits being obstructed by displaced and overturned seats, especially in a hurried evacuation.
- When seats are secured together, it should not be possible to separate them, nor for a row to 'snake', merely by pushing one or more seats in a row.



- As far as the moveable seating available in Kay House is concerned, the seats should be secured together via the interlocking mechanism on the front legs in lengths of not fewer than four seats.

- When not in use, the chairs should be stacked on the trolley as shown in the photo.



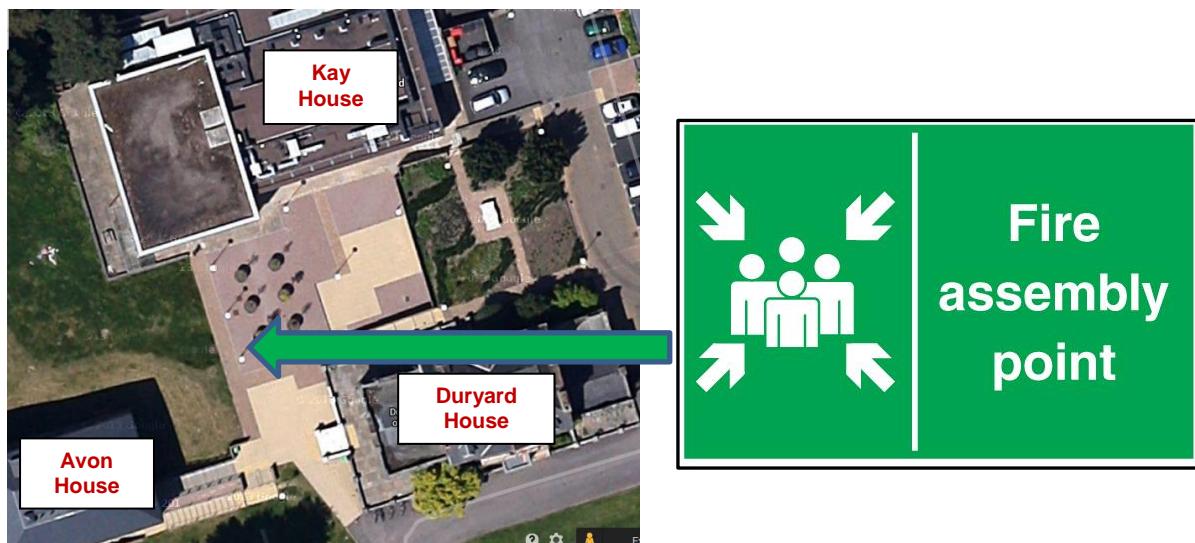
- Suspending the chairs at an angle ensures the trolley fits through the double doors of all rooms on the first floor.

### Strobe / Flashing Lights

Strobes and flashing lights can cause epileptic seizures, so a notice informing the audience of the use of strobe/flashing lighting during a performance, MUST be displayed in the foyer and an announcement MUST be made in the auditorium before a performance begins.

### Fire Exits and Fire Assembly Point

- Fire Exits MUST remain visible and MUST NOT be obscured by any piece of set, lantern, or seating. There MUST be a clearance of 1M square around each Fire Exit.
- A **Fire Assembly Point** for Kay House has been provided for the building in a safe location away from the premises. **The location is between Avon House and Duryard House, and is shown below.**



### Staying safe

This is all about protecting yourself and your mates, or your colleagues. Get to know your alternative ways out of the building. If you have a friend or colleague with special assistance needs, consider their needs should an evacuation become necessary. For further guidance on the process for Personal Emergency Evacuation Plans (PEEP's) contact the fire team. Keep escape routes clear, and although it seems obvious -do not interfere with anything provided for your safety, including fire extinguishers, fire alarms, fire call points or smoke detectors-believe it or not it still happens and doing so would be considered as criminal damage. Don't bring in or use unauthorised items of equipment.

**Failure to follow emergency procedures may result in the withdrawal of your music card.**

## Emergency action

Get to know the ways out of the building, these are shown on page 5.



General information can be found on notices near  
Fire Alarm call points

## Actions on discovery of a fire

If you discover a fire, YOU must:



- Move away from the fire
- 
- Raise the alarm by shouting fire and using the nearest fire alarm call point.
- Close the door to the room as you leave if possible to contain the outbreak
- Call the fire service from a safe place by dialling 999 or 112.

(You may nominate someone else to do this if you are taking other emergency action, like following shut down procedures, fighting the fire, or assisting the injured.)

Tell them the address of the building, which is

**Kay House Duryard, Lower Argyll Road, Exeter EX4 4RG**

Tell them what details you have of the location of the fire – where is it, what is it, and what have you done about it- room, floor etc., what is on fire, any persons or hazardous materials involved, any action being taken. If you have been trained to use extinguishers or fire blankets then you may attempt to fight the fire in accordance with your training, but do not take excessive personal risks

Leave the building by the nearest exit and report to the person in charge at the assembly point. Since you are the discoverer of the fire you have important information and you should pass this to the Estate Patrol as soon as possible-give this action priority, do not delay to carry out other actions.

If they are not already in attendance phone Estate Patrol and pass the information to them on ext. 2222 on an internal phone or 01392 72 2222 on a mobile phone.

Note:- when phoning the emergency services, or Estate Patrol it is always helpful to give your name and location- This makes it easier to find you later, you may have important information or you may need assistance yourself if the situation deteriorates.

### **Action on Hearing an Alarm**

When you hear the fire alarm or you are told to evacuate by a fire marshal or member of Estate Patrol you and everyone else in the building must:

- If you have a specific role in an evacuation e.g. Fire marshal, or assisting a disabled person-carry out that role.
- Evacuate the building as quickly as possible, using the nearest safe exit. You may take what you may need with you-coat, keys, handbag, money etc. in case you are unable to return for some time, but only if this will not delay your evacuation. It is prudent to consider where you keep these items so that you can collect them on your way out in an emergency
- Close all doors in the area before leaving but not if this will endanger you, or hinder your escape.
- Report to the designated assembly point. You will find this on the fire action notice placed by fire alarm call points.
- Pass any information you consider relevant to person in charge at the assembly point.
- Follow the directions of the Emergency Services or Estate Patrol. The fact that the Fire Alarm has been silenced is NOT a signal that you may return into the building.



**is**



## The Kitchen



The kitchen is equipped with a microwave oven, two conventional ovens, a grill, 4 hobs, a fridge, a hot water urn, and a kettle. It can be used by any musician, cast member, technician or member of staff rehearsing or performing in the building, but it is not to be treated as a student refectory.

Please ensure all dishes are washed and the ovens and worktops are wiped clean after use.

## The Coffee Bar



The Coffee Bar seats 35 people and has confectionary, cold drinks and hot drinks vending machines. There are data connection points along the side wall and Wi-Fi is available throughout the building.

## Closing the Building

### ALL ROOMS

Please leave all rooms **Clean and Tidy** using the bins provided. If continually fail to keep rooms tidy after leaving you will not be granted future access to Kay House.

### Checking ALL doors and windows.

This is not just the doors and windows of the spaces your group has used. Anyone closing the building must check all the windows and doors of every space that has been unlocked while your users were in the building.

### Walking round the Top Floor

- **Frank Oliver Recital Hall** - Check windows behind radiators, especially the hard-to-see one next to the Fire Escape. Roll blinds up far enough to check the top windows too. Lean against the Fire Escape to check it is shut.
- **Music Office Store** – Must be locked, If not, please secure it using the master key.
- **Rear Hallway** - Check behind the blinds to confirm the windows are shut.
- **Central Instrument store** - Swipe in if you are authorized to do so and check that all three inner doors are locked with the thumb-turn. If you do not have access to the CIS, please check each set of doors individually from the doors of the adjoining rooms; Colonnade room, Cabaret Space, Frank Oliver Recital Hall
- **Colonnade Room** - Check windows, behind blinds.
- **World Instrument Store** - Must be locked, If not, please secure it using the master key.
- **Rear upstairs Fire Escape** - Most easily forgotten, lean against this and check it is shut.
- **Green (Tea) Room** – Enter via the Cabaret Space and check the door leading to the rear corridor is locked.
- **Cabaret Space** - Check windows **AND**
- Exit via the large double doors leading to the right hand side landing. Walk down the stairs and check the door leading into the 24-hour access area is locked with the thumb turn

### Walking round the Ground Floor

- **Coffee Bar** - Windows top and bottom, lean against the External Terrace door
- **Broadwood Theatre Space** – Check the windows top and bottom and the two doors to the terrace are locked.
- **Gallery** - Windows behind the staircase, lean against the Fire Exit
- **Kitchen** – Check the Fire Exit door is locked with the thumb-turn
- **Tech Store** - Must be locked, If not, please secure it using the master key.
- **The Juke Box** - Check windows behind blinds and the Fire Escape.
- **Juke Box Bar** - Go behind the bar and check that both doors are locked. The most important one is that leading into the 24 Access Areas.
- **Toilets** - Please make a quick check of each cubicle/urinal to ensure there are no blockages.

# Using the Kay House Booking System

The online booking calendar for Kay House can be found at  
[https://intranet.exeter.ac.uk/music/rooms\\_booking/Web/](https://intranet.exeter.ac.uk/music/rooms_booking/Web/)

**Please note:** All Music Card holders can book use of the Amp Room and the Jam Jar in the 24-hour area, but in order to be able to book any of the rooms within the main part of Kay House you must receive Building Training first. This is compulsory for any individual and a society or group may nominate one or more members to attend on their behalf. Please contact the Music Office ([music@ex.ac.uk](mailto:music@ex.ac.uk) / 01392 723042) to register for the next training date.

**Step 1:** Follow the link above and enter your university username and password:  
 If you have not used the system before you will need to click on the “create an account” link just underneath the log in button.

To simply see which rooms are in use please click “view schedule.”

**Step 2:** The home page/control pane

On this page, you can see your upcoming reservations. Depending on when you bought your music card, you may not have access to all the rooms straight away. Please e-mail [musicbookings@exeter.ac.uk](mailto:musicbookings@exeter.ac.uk) with the rooms you would like to be granted permissions to and we will sort this out for you as soon as possible.

**Step 3:** Click on the 'Schedule' link at the top of your screen to be taken to the Kay House Main Spaces bookings page.

Blue denotes that the booking has been approved, and orange is a booking that is still pending approval (if you cannot book these rooms there will be red hash marks across the calendar).

**Step 4:** To book a practice room, find the date and room you want, and then click on the square of the time you would like to start your practice. This should pop up:

**Create a new reservation**

Sam Alexander Hayes (sah217@exeter.ac.uk) ([Change](#))

Resources to be reserved [Accessories \(Add\)](#)

[3 Colonnade Chamber Room \(More Resources\)](#)

Begin  3:00 PM

End  3:30 PM

Reservation Length 0 days, 0.50 hours

Repeat

**Title of reservation**

**Description of reservation**

Select a start and end time from the drop-down menus and please make sure that you personalise the reservation title as this is what appears on the booking calendar. For example you should put "Piano Ensemble Rehearsal" instead of just "rehearsal."

To book extra instruments (e.g. Petrof piano, sound systems and staging) click on accessories and select how many of each item you would like.

Press click create at the bottom right and your reservation will come up in orange in the slot you asked for, pending approval by one of the booking co-ordinators. To delete your reservation, just click on it again and scroll down to the delete button at the bottom. Once your booking has been confirmed, the reservation will turn blue and you will be sent a confirmation e-mail.

Please book a decent time in advance – this will help us ensure everything goes smoothly and also it will reduce the risk of you not getting a booking during busier periods.

**Just a note:** Please be considerate when using these rooms, and leave them in a tidy state for the next user. Sometimes INTO use the building for exams, or other societies perform concerts, so if large instruments and chairs are left out then start times will be affected.

**Don't forget** – if you are the last user of the main spaces during the day then check all exterior windows and doors are closed and un-swipe the doors with card readers if they are on Double Swipe.

## University of Exeter Music



### Part 2

#### How to hire the Music Office's gear & instruments

Alex Hawker & David Thynne



## List of Contents

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## Introduction

Part Two of this Handbook introduces you to the wide ranging stock of instruments and technical equipment the Music Office has available for loan all Music Card holders to borrow at no additional charge to the £15 annual membership fee.

Our instruments are micro-chipped against the possibility of theft and the technical equipment is engraved for identification. We ask students who are borrowing any item for an extended time to list it on their residence contents insurance as if it was their own.

This guide will talk you through some of our instruments and hire gear, but please bear in mind that not all the stock will be available all year round, and our stock is constantly being updated.

On Page 54 you will find a step-by-step guide to the process of making an instrument or equipment booking and collecting the items requested.

## Rhythm Instruments

### Drum Kits

#### DRUM KIT A

##### Premier - Artist Birch

Cornwall House Music Store

- Full Drum Kit, with cases
- Hi-hat, Crash and Ride
- Small kick drum, ideal for Jazz



#### DRUM KIT B

##### CB Drums

Kay House Gear Store

- Full Drum Kit, with cases
- Hi-hat, Crash and Ride



#### DRUM KIT E

##### Premier – Olympic

Kay House Gear Store

- Full Drum Kit with cases
- Hi-hat, Crash and Ride



#### DRUM KITS C & D

##### Pearl Rhythm Traveller

Kay House Central Instrument Store

- Travel Drum Kit, with cases
- Hi-hat, Crash and Ride
- Ideal for practice or tight stages!



## Keyboards

### Digital Pianos

#### Korg SP170

- 88 keys
- 10 voices



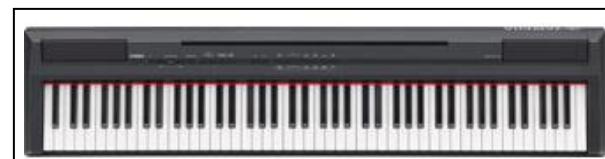
#### Yamaha P60

- 88 keys
- 10 voices



#### Yamaha P105

- 88 keys
- 14 voices
- Lightweight



### Electric Keyboards

#### Yamaha PSR300

- 61 keys
- 100 voices
- Split/dual/rhythm function



#### Yamaha YPP35

- 61 keys
- 8 voices



### Synthesizers

#### Roland Juno DI

- 61 keys
- 1000+ voices
- Mic input for vocoder effects
- Build and edit sound patches



### MIDI Controllers

#### M-Audio 88ES

- 88 keys
- Pitch-bend and Modulation
- USB & MIDI connectivity



## Guitars

### Bass Guitars PureTone



### Harley Benton Upright Electric



### Electric Guitars PureTone (x2)



### Electro-Acoustic Guitars Fender CD60ce

### Gear4Music (x2)



### Steel-String Acoustic Guitars Fender CD60



### Nylon-String Acoustic Guitars Yamaha C40

### Dulcet



### Hokada 3/4 size



## Brass Instruments

The Music Office has a variety of brass instruments, including:

Alto Trombone, Baritone Horn, Bass Trombone, Cornet, Euphonium, Flugel Horn, French Horn, Tenor Horn, Trombone, Trumpet and Tuba!

## String Instruments

The Music Office has a variety of string instruments, including:

Cello, Double Bass, Viola and Violin.

## Woodwind Instruments

The Music Office has a variety of woodwind instruments, including:

Alto Clarinet, Alto Flute, Alto Sax, Bari Sax, Bass Clarinet, Bass Flute, Bassoon, Clarinet, Contra-Bassoon, Cor Anglais, Flute, Oboe, Piccolo and Tenor Sax!

## Percussion Instruments

The Music Office also has a wide variety of percussion instruments, both orchestral and world, from timpani to agogo!



Please enquire at the Music Office for more details on any of the instruments we stock.

## Technical Equipment

### Amps

We have a variety of guitar and bass amps to hire, from small combos for practice in a small room to larger amplifiers suitable for the stage. Some of our stock includes:

**Roland Cube Guitar Amp**   **Fender Rumble 30 Bass Amp**   **Harley Benton Guitar Amp**



### Microphones

Our microphones for hire include a mixture of dynamic and condenser mics, suitable for most live situations. Some of our stock includes:

**Shure SM58**



**Rode M5**



**AKG Rhythm Pack**



### Mixers

At the heart of any PA system is the mixing desk. We have a range of mixing desks in various sizes, suitable for a small acoustic act up to a full Big Band. Some of our stock includes:

**Allen & Heath Wz 14:4:2**



**Behringer Eurodesk SL 2442 FXPro**



### Outboard

We also have sets of outboard equipment to use with desks that don't have built in effects. These include reverb units, equalisation and compression.

### Speakers

We have a wide selection of active and passive speakers to hire. Some of our stock includes:

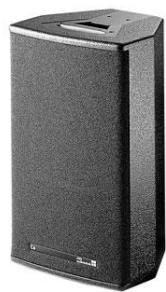
**Mackie SRM450**



**RCF ART 312-A**



**D&B C690**



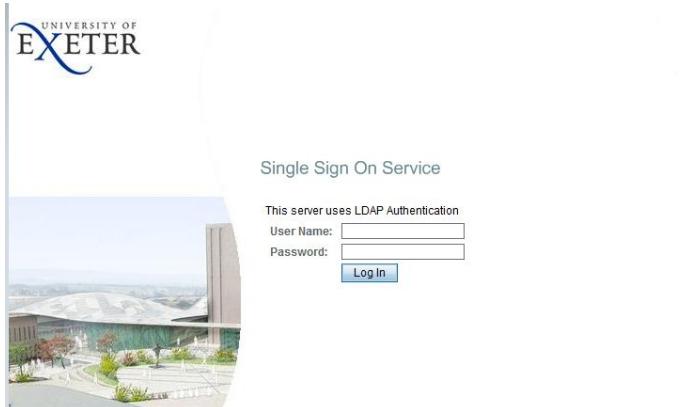
### Peripherals

We also have a wide selection of leads, stands and other peripherals that can be added to your booking.

## How to Book Gear and Instruments

### Reservation

You can book most equipment using our online booking system: <http://spa.exeter.ac.uk/musicoffice/chronos/>.



To access this site you **must** have a valid Music Card. When prompted, you should sign on to the University's Single Sign On Service, using your University username and password.

From the homepage click 'Equipment & Instruments' & 'Request Equipment or Instruments'.

You are logged in as: M.Barretto [Staff] - [Ensure you LOGOUT after use.](#)

Welcome to this new system.  
As it's brand new, please bear with us while we iron out any problems.

Click on topic below for more options

- About Chronos
- Timetable / Room Bookings
- Equipment & Instruments

**Welcome to this new system.**  
As it's brand new, please bear with us while we iron out any problems.

Click on topic below for more options

- About Chronos
- Timetable / Room Bookings
- Equipment & Instruments
- Request Equipment or Instruments (NEW!)
- My Requests

This will bring up the first screen:

University of Exeter - Music Office  
Instrument & Gear Catalogue

**MUSIC OFFICE Chronos**

**1) Select dates between which you may need the gear/instruments.**  
(NB: Monday, Wednesday & Friday are the only available collection days)

From:  - To:

**2) Click below to look through the catalogue.**

**NB: Please follow the on-screen instructions carefully.**  
After Saving your Wish List on the next screen, you must see a member of staff from the Music Office to discuss your list and to make further arrangements.

**Your Wish List**

You have no items in your shopping cart

Please check quantities and press Update List if you change or add anything

Your shopping cart is empty.

[Done? Click to upload and save](#)

Here, you should select the dates that you wish to sign out/in your gear/instruments. Please note, **gear can only be collected and returned on Mondays, Wednesdays and Fridays**. So, for a concert on a Tuesday, you must sign out your gear by the Monday etc.

Once you have chosen your dates, click 'Proceed to Catalogue using the above dates'.

This will take you to the catalogue:

**University of Exeter - Music Office  
Gear / Instrument Catalogue**

Click on a CATEGORY to view those items, or SEARCH for a particular item.  
Once you find what you're looking for, click ADD TO WISH LIST [this function will only be activated if you've set your collection / return dates].

Name: You are logged in as A.J.Hawker [Staff] - [Ensure you LOGOUT after use.](#)

Searching from 2014-02-03 to 2014-02-05

**1) Categories**

Instruments: Brass	Lighting	Sound -	Stands (Music/Mic
Instruments: Power -	Extensions	Headphones	(Speaker)
Percussion	Projectors	Sound -	zNA
Instruments: Rhythm	Microphones	Sound - Mixers	
Instruments: Strings	Sound - Amps	Sound - Cables	Sound - Outboard
Instruments: Woodwind	Sound - DI	Units	
	Boxes	Sound - Speakers	Staging
:			

**2) Search**

Word to search for (e.g. CABLE or TRUMPET or MUSIC STAND)

[Search for Prop](#)

**3) Save & Upload your Wish List - READ CAREFULLY**

Having added your chosen items to your Wish List (will be displayed in the window to the right) click [DONE](#) to upload and save your wish list

**Your Wish List**

You have no items in your shopping cart

Please check quantities and press Update List if you change or add anything

Your shopping cart is empty.

[Done? Click to upload and save](#)

For this example I am going to book 2 x Condenser Mic Tbone SC140. Once I have found the equipment in 'Sound – Microphones' I click on 'Add to Wish list'

**University of Exeter Music Office  
Gear & Instrument Catalogue**

Showing availability between 2014-02-03 and 2014-02-05

[Back to Music Office Catalogue](#)

**Sound - Microphones**

Item	Available	Add	Notes	Location
Condenser Mic M-Audio Solaris (UOE - M46/47/48)	3	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Condenser Mic Tbone SC140 (UOE - M036A/B)	2	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic AKG C40 (Drum Set 3) (1301e)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic AKG D112 (Drum Set 3) (1301a)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic AKG D40 (Drum Set 3) (1301b/c/d)	3	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Collins BD One (Drum Set 1) (UOE - MK001-A)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Collins SD One (Drum Set 1) (UOE - MK001-B)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Collins TM One (Drum Set 1) (UOE - MK001-C/D)	2	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Studio Spares 448620 (Drum Set 2) (UOE - MK003 - D/E)	2	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Studio Spares 449050 (Drum Set 2) (UOE - MK003 - A/B/C)	3	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Tbone BD200 (Drum Set 4) - UOE MK2E)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Drum Mic Tbone CD55 (Drum Set 4) (UOE - MK2B - E)	4	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Dynamic Mic Behringer XM1800s (UOE - M59-64,35A/C)	8	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)
Dynamic Mic Collins DCM57 (UOE - M5)	1	<a href="#">Add to Wishlist</a>	-	Broadwood Store (Kay House)

**Your Wish List**

You have 1 item on your wish list

Please check quantities and press Update List if you change or add anything

ITEM	PHOTO
Condenser Mic Tbone SC140 (UOE - M036A/B)	(no photo yet)

Qty:  [Delete](#)

[Update List](#)

[Done? Click to upload and save](#)

This will add the item to the column on the right. Be sure to change the quantity if necessary and then click 'Update List'.

Once you have found all of the items you require, click on "[Done? Click to upload and save](#)" on the right hand column.

Here you can either browse the stock by category, or use the search bar.

**Your Final Wish List**

You have 2 items on your wish list

Please check quantities and press Update List if you change or add anything

ITEM	PHOTO
Condenser Mic Tbone SC140 (UOE - M036A/B) Qty: 2	(no photo yet)

**Update List**

When complete: Fill in a title for your booking then click below to Store. You **MUST** come to discuss and confirm it with the Music Office before the day of collection.

Name of project / event:  (e.g. Instrument Practice / Ensemble Rehearsal)

Chosen Dates:  
Date Out: 2014-02-07  
Date Back: 2014-02-07

You **MUST** see us in the Music Office before the date you want to collect the items, to arrange collection times and to convert your saved Wish List into a confirmed booking.

**Store This Wish List** then come to the Music Office on the next working day (avoid lunchtimes) to discuss your needs and convert your Wish List into a confirmed booking.

This will bring up another window with your order, where you need to add the name of the project or event (e.g. The Devonshire's Gig at Firehouse).

Be sure to check the quantity and enter the name of the event and then click Store This Wish List. This will generate a receipt and confirmation of your request.

## Confirmation

The above requesting procedure **does not mean your booking has been approved by the Music Office**. Once we receive this request, **we will wait for you to come into the office in Cornwall House to arrange the collection and drop-off times**. Once we have spoken to you to arrange a mutually convenient time, you will receive an email confirming the booking, the times and the equipment.

## Pick-up and Drop-off

It is **essential** that you keep to the times stated, and you must notify the Music Office should you need to change these times at all. Once the gear has been dispatched you will be expected to return the gear at the time agreed, without being reminded. Failure to do so may result in future bookings being declined.

## How to Contact Us

Please contact the Music Office if you would like more information about any of our activities or facilities.

### Music Manager

#### Mark Barretto

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Email: [M.Barretto@ex.ac.uk](mailto:M.Barretto@ex.ac.uk)

### Music Artistic Coordinator

#### Alex Hawker

Phone: +44 (0) 1392 725941

Email: [A.Hawker@ex.ac.uk](mailto:A.Hawker@ex.ac.uk)

### Arts & Culture Administrator for Music

#### Clare Greenall

Phone: +44 (0) 1392 723813

Email: [C.T.Greenall@ex.ac.uk](mailto:C.T.Greenall@ex.ac.uk)

### Lighting & Sound Technician

#### David Thynne

Phone: +44 (0) 1392 725942

Email: [D.Thynne@ex.ac.uk](mailto:D.Thynne@ex.ac.uk)

### General enquiries

Phone: +44 (0) 1392 723042

Email: [music@exeter.ac.uk](mailto:music@exeter.ac.uk)

### Room Bookings

Phone: +44 (0) 1392 723042

Email: [musicbookings@ex.ac.uk](mailto:musicbookings@ex.ac.uk)



The Music Office - supporting  
student music